 **Privacy Notice for Volunteers**

We recognise that your privacy is important and we take our responsibility for safeguarding your personal data very seriously. We are also committed to being transparent about how we collect and use your data and to meet our data protection obligations. As the organisation engaging you as a volunteer, Together Trust needs to keep and process information about you for governance and safeguarding purposes. This notice sets out the basis by which we collect, use and disclose that personal data, as well as your rights in respect of such personal information.

It is important that the personal information we hold about you is accurate and current, if it is not then we will be breaching data protection law. Please help us do this by keeping us informed if your personal information changes during your relationship with us.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial changes. We will also inform you in other ways from time-to-time about the processing of your personal information.

**About us**

The Together Trust of Together Trust Centre, Schools Hill, Cheadle, SK8 1JE is the Data Controller for any personal data you provide to us. This means that we are responsible for deciding how we hold and use personal information about you.

The Together Trust has a Data Protection Officer who can be contacted:

by email: dataprotection@togethertrust.org.uk

Or in writing to: Data Protection Officer, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE.

**What we collect**

We collect personal information about you when you apply and volunteer at the Together Trust. We have set out below the ways we collect and use your personal information for certain purposes and how it might sometimes be shared with others:

|  |  |  |
| --- | --- | --- |
| **Information collected** | **What we use it for** | **Is it shared with others?** |
| Names, addresses, telephone numbers, email addresses, DOB | To contact you to discuss your volunteering, to keep you updated on training, activities and events; to record any volunteering that you do for us.We may contact you about other events/news related to the Together Trust. You can opt out of this at any time. | Blue octopus – (online recruitment company)ITrent –(HR/Payroll portal) |
| Gender, sexual orientation, ethnic background | Statistical. For monitoring purposes and reporting to funders. | Funding bodies – in statistical form only |
| Information on special requirements, health or medical conditions | To assess your suitability and understand any extra provisions you may need to undertake the role successfully. | ITrent |
| Emergency contact details | To be able to contact family or a friend in an emergency | ITrent |
| Photograph | For your ID badge. Safeguarding purposes. | No |
| References | To assess your suitability for the role and safeguarding purposes | No |
| Application/CV – job history, education | To assess your suitability for the role and safeguarding purposes | Blue Octopus ITrent |
| References and Disclosure and Barring Service (DBS) information | To assess your suitability for a volunteer role and any service risk  | DBS check service provider  |
| Information about any criminal convictions or cautions relating to children and young people | To help make a decision about suitability for volunteering role and association with The Together Trust | Blue Octopus |
| Bank details | If expenses are allocated | ITrent |
| Driving licence/car insurance/MOT details | This is used to check your eligibility to drive. You are only asked to provide this information if you drive whilst volunteering for us. | DVLA |

**How we collect your data**

Most of the information we hold will have been provided to us from you, but in some cases they might come from external sources, such as referees and information from criminal records checks, permitted by law.

**Sensitive personal information**

This is classed as ‘special category data’ under the Data Protection Act 2018 and refers to information, which is more sensitive and therefore needs greater protection.

Where the Together Trust uses special categories of personal data, (such as

ethnic origin, sexual orientation, religion or belief etc), this is done anonymously for the purposes of equal opportunities monitoring. It allows us to understand our volunteers and where we may need to improve our diversity and inclusion practices.

Health details are processed to carry out employment law obligations and may include whether you have a disability for which the organisation needs to make reasonable adjustments.

**Failure to provide information**

If you do not provide certain information when requested, we may be unable to deliver on some elements of the volunteering arrangement or, in some circumstances, to comply with our legal obligations (such as to ensure the health and safety of our volunteers, workers or beneficiaries). In such instances, we will inform you about the implications of the decision and whether we are able to continue with the volunteering arrangement.

**Why we use this data**

We keep and use your information in order to enable us to run the organisation and manage our relationship with you throughout your time with us and after you have left. The information we hold and process will be used for our management and administrative use and will not be shared with any third parties without your consent, unless necessary under our legal obligations.

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation (i.e. checking entitlement to work in a social care/education environment, defending legal claims or protecting yours or others vital interests)
* We have a legitimate reason (i.e. to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are volunteering for us, at the time when your volunteering ends and after you have left. When processing your personal information based on a legitimate interest, we will make sure that it is exercised proportionately and is always balanced against the privacy rights and other legal rights you have as an individual.
* We have your consent to process your data. This can be withdrawn at any time.

**How long we store your information for**

Information about you is kept for as long as is necessary to fulfil our legal obligations, and in accordance with data protection laws.

The key retentions are as follows:

* We hold your main volunteer file for 25 years after you have left the organisation. This is in line with our staff files and is held for risk management purposes.
* Finance records (ie expenses) are kept for 7 years for accounting purposes

You can request our full retention schedule by contacting our Data Protection Officer.

**What information of yours we will share with third parties**

We will share your personal information with third parties where required by law, where it is necessary to administer the volunteering relationship with you; where we have another legitimate interest in doing so; or you have specifically agreed that we may share your personal information with them.

We may disclose aggregate statistics about our volunteers and supporters to describe our services and operations to prospective partners, funders and for other lawful purposes. These statistics do not include any information that identifies people.

**Security of information**

The Together Trust takes the security of your data seriously. The organisation has both internal policies and processes in place to ensure your data is not lost, misused, disclosed or accessed by anyone, except those who need to use it in the performance of their duties.

Electronic data and databases that contain personal information about volunteers are stored on secure computer systems and we manage who has access to that data (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures and policies, which staff must follow when handling personal information.

All hard-copy records and data are managed securely in lockable and access-restricted storage. Where the organisation engages third parties to process personal data they do so on the basis of written instructions that ensure data is handled securely and appropriate procedures and security put in place.

**Rights to see data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Together Trust holds about them. Copies will be provided if required.

You also have other rights regarding how your personal data is used and kept safe. The Together Trust has produced a guide [‘Know your rights’](https://www.togethertrust.org.uk/sites/default/files/images/content/Know%20your%20rights%20guidance.pdf) to explain these in more detail, which can be found on the Together Trust website. To receive a hard copy or exercise any of these rights please contact our Data Protection Officer as detailed in our contacts section below.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane,

Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

* By email: dataprotection@togethertrust.org.uk
* Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE